

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000301

6. OPM Certification No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical
☒ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

FPL: 07

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Wildlife Inspection Assistant

GS

1802

07

jh

4-8-09

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Office of Law Enforcement

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

Act. Dep. Chief

Juliana Dwyer

7.22.08

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Joyce M. Hayes

Human Resources Specialist

Signature

Date

Joyce M. Hayes

4-8-09

22. Position Classification Standards Used in Classifying/Grading Position

OPM, Compliance Inspection and Support Series, GS-1802, TS-45, 10/80; Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, 12/91

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Background Investigation: MBI Drug Testing: No This SPD is approved for Service-wide use

25. Description of Major Duties and Responsibilities (See Attached)

**U.S. Fish and Wildlife Service
Office of Law Enforcement**

**Wildlife Inspection Assistant
GS-1802-07
PN: S000301**

Introduction

The Office of Law Enforcement's (OLE) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. OLE works in partnership with international, state, tribal, and local counterparts. Currently, a variety of new challenges and trends complicate this work. Population pressures, more accessible international travel and trade, frequent work with individuals with languages other than English, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

Future work requires increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence and the ability to make risk assessments in order to focus inspections and investigations. OLE must expand partnerships, as well as increase the use of multi-agency and multi-function teams to accomplish high-risk, high-impact investigations.

The purpose of this position is to serve as an inspection assistant, providing technical support to wildlife inspector positions, in ensuring compliance with fish and wildlife law, regulations, policies, and procedures. The incumbent is knowledgeable in certain aspects of inspection work, such as use of specialized law enforcement automated systems, databases, and data management, import-export documentation including transport, receipts, invoices, foreign permits, FWS permits, user fees, etc., or evidence and property seizure, tracking and control. The full-performance level of this position is GS-7.

This is a career ladder position, comprised of work at the GS-5, 6 and 7 grades. The duties outlined in the position description is described at the GS-7, full performance level, (FPL). The **statements of difference** for this position are outlined as follows.

- **At the GS-5, entry-level the position works under close supervision and is assigned work of limited scope and responsibility that is designed to develop analytical, negotiation, judgment, and fact-finding skills for acquiring the skills and experience necessary for promotion. This includes satisfying necessary time-in-grade requirements and certification by the supervisor that the incumbent has reached the described level of proficiency (Position #: S000303).**
- **Noncompetitive promotion to the GS-6 involves work that is substantially similar to the GS-5 and requires increased responsibility and greater technical adequacy for assignments that involves performance of a variety of developmental assignments related to inspection, identification, and compliance duties. Upon meeting all requirements, the incumbent may be promoted to the next level of GS-07. (Position #: S000302)**

• **At the GS-7, (FPL) the employee works independently and assumes full responsibility for carrying out the technical requirements of the work assigned and may serve as the technical expert in one or more of LE support areas of work. (Position #: S000301)**

Major Duties

Provides assistance to wildlife inspectors in the program area and independently performs a variety of supporting administrative and technical assignments. Collects and analyzes data; develops and manipulates data bases; maintains data bases and case records; archives data and records.

Assist in planning/coordinating and scheduling inspection activities. Identifies and maintains records of trends and issues as it relates to inspection activities. Obtains and compiles available data from databases and document files.

Provides an initial examination of documents submitted by the trade such as bills of lading, dock receipts, customers and commercial invoices, foreign export permits, FWS permits, etc. and collects appropriate fees.

Researches, gathers, screens, and provides factual information or data related to inspections or compliance activities.

Obtains background information on subjects of inspections through 1) record searches; 2) structured interviews with assigned individuals; 3) automated information retrieval using a wide variety of systems and databases; 4) telephone inquiries with Federal, State, and local agencies, private organizations, and individuals; and, 5) correspondence with public agencies, private industry and others.

Explains licensing, permits, and fee requirements to individuals or organizations in accordance with regulations, including exceptions or exemptions

Reviews, approves, and issues permits and licenses and collects fees including examining applications, determining appropriate fee, maintaining accounting records, answering questions, and tracking reporting overall data.

Compiles and maintains required administrative reports using law enforcement and other automated systems and software. Identifies issues and trends.

Enters data into law enforcement automated information systems.

Compiles and tracks inspection data for a variety of purposes including required reports, budget justifications, trend analysis, etc.

Reviews routine compliance paperwork and ensures compliance with permits.

May serve as the initial contact for evidence seized by other Federal agencies in accordance with law and Service policy.

Participates in outreach activities such as classroom presentations, job fairs, and public events to educate travelers, industry and others regarding wildlife transport laws.

Creates visual products, displays and exhibits to be used in outreach activities or to support inspections.

Provides technical advice and assistance other inspection assistants and other support staff performing tasks supporting inspection work.

Performs other related duties as assigned.

Factor 1. Knowledge Required.

Knowledge of law, regulations, policies, and procedures governing inspection activities with substantive knowledge of those applicable to inspection support tasks, i.e. licenses, permits, and fees, automated information systems, etc.

Familiarity with wildlife identification techniques to identify wildlife, wildlife parts and products.

Ability to use OLE automated information systems to conduct information searches and track and report all types of inspection data.

Comprehensive knowledge of inspection and evidence documentation requirements.

Ability to analyze and identify problems, issues or trends.

Ability to apply the methods and techniques applicable to an assigned inspection support task.

Skill in oral and written communication including developing and making presentations for outreach activities.

Skill in assembling and creating visual products, displays or exhibits, both stand-alone and web-based.

Factor 2. Supervisory Controls.

The immediate supervisor or senior wildlife inspector provides general guidance. The incumbent performs tasks independently referring unusual situations to the supervisor or senior inspector. The supervisor relies on the expertise and knowledge of the incumbent for some aspects of the work assigned. Work is reviewed for technical soundness and conformity to policy and requirements.

Factor 3. Guidelines.

The laws, regulations, policies, and procedures governing the Service provide general guidance, with particular emphasis on those related to routine inspection work, documentation, licenses and permits, and related administrative processes. The incumbent uses judgment and experience to select and apply the appropriate reference and procedure for the inspection support task assigned. Considerable skill is required in applying existing methods or techniques to a specific support activity. The incumbent refers situations requiring significant judgment or unusually sensitive situations to the supervisor or senior inspector for guidance.

Factor 4. Complexity.

The work involves a variety of inspection support activities that require the use of different and unrelated procedures and methods. For example, an in-depth knowledge of licenses, permits, fees and related documentation, as well as an in-depth knowledge of evidence seizure, tracking, and control. The incumbent is expected to identify problems, issues, or trends regarding inspection data.

Factor 5. Scope and Effect.

The purpose of the work is to serve as an inspection assistant to inspectors conducting routine inspections. The incumbent provides advice and guidance to lower level inspection assistants. The work impacts the effectiveness and efficiency of import and export activities, public compliance with governing laws and regulations, and wildlife resources.

Factor 6. Personal Contacts.

Contacts are with inspectors, criminal investigators within FWS, and other staff within FWS, State and local officials, related private industry and the general public.

Factor 7. Purpose of Contacts.

Contacts are for the purpose of obtaining and sharing information regarding inspection support activities, and providing compliance information to the public. The incumbent provides advice and guidance to inspectors regarding certain aspects of support work such as automated systems or permits and fees.

Factor 8. Physical Demands.

Inspection support work may require some physical effort such as prolonged standing, bending, stretching, and lifting.

Factor 9. Work Environment.

The work is in an office setting.